

District Level Selection Committee, Burdwan
New Collect orate Building, 3rd Floor (District Self Help Group & Self Employment Section),
Burdwan, Burdwan-713101

Employment Notice No.: 88(47)/SHG&SE

Dated: 30/01/2014

Online applications are invited from the citizen of India who are residing in Burdwan District permanently and having following qualifications for recruitment to the post of Self Help Group & Self Employment Supervisor on contractual basis for one year subject to further extension, if required. Willing candidate shall apply online in the district website <http://www.bardhaman.nic.in> on or before the closing date i.e. **14/02/2014 up to 5.00 p.m.**

Name of the Post	Eligibility Criteria			Age	Vacancies	Pay (Rs.)	Travelling Allowance (RS.)	Total (Rs.) (G+H)
	Educational Qualification	Computer Application	Computer Type					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Supervisor, Self Help Group & Self Employment	I) Graduation with Honours	Basic knowledge of Computer (Word, Excel, Power point, Accounting Package)	Reasonable Speed	Age as on 01/01/2014 UR:- 18-40 Yrs UR(PH):-18-45 Yrs SC: -18-45Yrs ST: -18-45Yrs OBC A:-18-43 Yrs OBC B:- 18-43 Yrs	04 UR:- 02 UR(PH)-01 SC: -Nil ST: -01 OBC A:-Nil OBC B:- Nil	Rs.12000/= (Per month fixed)	Rs.1000/= (Per Month Fixed TA)	Rs.13000/= (Fixed per month)

Mode of Selection:

- ❖ Selection will be made on the basis of marks obtained in Higher Secondary Examination (30 marks) & Bachelor Degree with Honours in any discipline (50 marks), Computer Test (10 marks) and Viva Voce (10 marks).
- ❖ The eligible candidates will be called for Computer Test and viva voce in 1:10 ratios according to the weight age of the marks obtained in Higher Secondary Examination and Graduation with Honours in descending order.
- ❖ Admit card for Computer Test and Viva Voce for eligible candidates will be available in District Web Site (<http://www.bardhaman.nic.in>) on and from **21/02/2014 up to 5.00 p.m.**

Mode of Application:

- ❖ Application shall be made online only in the Website <http://www.bardhaman.nic.in>
- ❖ All spaces marked asterisk shall invariably be filled.
- ❖ After submission of the application online, an acknowledgement shall be taken printed out.
- ❖ Two copies of acknowledgement (one for receipt) along with photo copies of all document of Age proof, Residential proof, EPIC, Higher Secondary Mark sheet, Graduation with Honours Mark sheet, Computer

Certificate, SC/ST/OBC Certificate, Physically Handicapped Certificate and one copy of Pass port size photograph (pasted on the acknowledgement) shall be submitted to the Block Office where the applicant resides **within two days from the closing date of submission of application.**

- ❖ Photo copies of all documents and photograph shall be self attested.
- ❖ The papers will be received by the block official on proper verification.
- ❖ Applicants are requested to regularly visit the District Website for any subsequent information/update in this matter.

Reservation:

- ❖ The benefits for reservation of vacancies and age concession for SC, ST, and OBC-A, OBC-B candidates are admissible to SC, ST, OBC-A, OBC-B candidates of West Bengal only.
- ❖ SC, ST, OBC-A and OBC-B candidates of other states will be treated as General Candidates.
- ❖ Candidates having Disability of 40% and above shall only be considered for Age relaxation as well as reservation of posts for Persons with Disabilities. Candidates having disabilities of less than 40% shall be treated as General Candidates and therefore shall neither get benefit of exemption of age relaxation nor reservation of posts for Persons with Disabilities.
- ❖ The District reserves the right to engage or suspend/postpone engagement process at any point of time in future.

**Additional District Magistrate (Dev)
Burdwan**

**District Magistrate
Burdwan**

Memo No.:

Dated: 30 /01/2014

Copy forwarded for information with request for wide publicity to:-

1. District Informatics Officer, NIC, Burdwan with the request to publish the said Notice and online application system in the District Website
2. The Joint Director, Employment Exchange, Burdwan
- 3-7. S.D.O, Sadar (North/South)/Durgapur/Asansol/Kalna/Katwa
8. The District Information & Cultural Officer, for publication of the abridge version of the said Notice as enclosed in at least two local newspapers

9-39. B.D.O (All). He is requested to instruct the SHG & SE Supervisor or staff in-charge of SHG to receive the acknowledgement along with testimonials on proper verification with valid receipt on the duplicate copy of acknowledgement and submit the same to the DHSG & SEO, Burdwan within seven days from the closing date of application

40. CA to DM, Burdwan for kind information of District Magistrate, Burdwan

41-46. CA to ADM (Gen)/ADM (Asansol)/ADM (LA)/ADM (LR)/ADM (ZP)/ADM (Dev) for kind information of the Additional District Magistrate, Burdwan

47. Office File

**Additional District Magistrate (Dev)
Burdwan**